

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: CLERK IV -  
Application Processing

SALARY GROUP: A11

DEPARTMENT: Human Resources Division

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Paula Gilbert DATE: 07/07/2014

POSITION #: 004344

**I. JOB SUMMARY**

Performs advanced human resources clerical work. Work involves coordinating clerical activities such as compiling and tabulating data; checking documents for accuracy; handling and transporting documents; maintaining files; and training others. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

**II. ESSENTIAL FUNCTIONS**

- A. Prepares, reviews, edits, and reconciles discrepancies in reports, correspondence, summaries, manuals, vouchers, requisitions, and records ensuring compliance with rules, regulations, policies, and procedures; and prepares and edits charts, graphs, and tables.
  - B. Processes correctional officer applications and correspondence utilizing specialized software packages; determines format requirements; and ensures document accuracy and completeness.
  - C. Collects, tabulates, monitors, and maintains statistical data and prepares related reports; performs and reviews data entry, retrieval, and data searches; posts and edits information to agency records; and maintains files and records to include automated information systems.
  - D. Responds to requests for information; answers inquiries regarding rules, regulations, policies, and procedures; assists others in completing forms; assembles and distributes information; and provides training and technical assistance to others.
  - E. Performs criminal information searches and retrieval using Texas Department of Public Safety criminal history system access.
- \* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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**III. MINIMUM QUALIFICATIONS**

**A. Education, Experience, and Training**

1. Graduation from an accredited senior high school or equivalent or GED.
2. Three years full-time, wage-earning clerical, secretarial, administrative support, or technical program support experience. Thirty semester hours from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE) may be substituted for each year of experience on a year-for-year basis.
3. Human resources experience preferred.
4. Computer operations experience preferred.

Must have or be able to obtain a certificate of course completion for the Texas Law Enforcement Telecommunications System (TLETS) policy and procedures training from the Texas Department of Public Safety within six months of employment date.

Must meet and maintain TLETS access eligibility for continued employment in position.  
For details see: <http://www.tdcj.texas.gov/divisions/hr/hr-home/tletseligibility.html>

**B. Knowledge and Skills**

1. Knowledge of office practices and procedures.
2. Knowledge of business terminology, spelling, punctuation, and grammar.
3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Skill to communicate ideas and instructions clearly and concisely.
5. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
6. Skill to interpret and apply rules, regulations, policies, and procedures.
7. Skill in problem-solving techniques.

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8. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
9. Skill to prepare and maintain complex records and files in an automated system.
10. Skill to plan work in order to meet established guidelines.
11. Skill in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs.
12. Skill in the electronic transmission of communications.
13. Skill to type 45 words per minute (with no more than 10 errors) required; 55 words per minute preferred.

**IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION**

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.